



EDINA BUILDING SAFETY POLICY/INFORMATION			
subject Stairway Identification		code reference 2015 MSFC 1022.9 2015 MSBC 1022.9	
department Fire Department		approval <i>Tom M. Schmitz</i>	
policy number SP-028-F <sub>2</sub>	revision date 08/28/2017	effective date 1/1/2015	page number 1 of 3
1. All Building Safety sheets adopted by Fire Department and Inspections Department. 2. Sheet numbers with B suffix developed by Inspections Dept. Sheet numbers with F suffix developed by Fire Dept.			



**Purpose:** Provide guidance to building owners, property managers, or architects for designing and installing stairway floor number signs as required by building and fire codes.

**Scope:** All new and existing buildings with stairways that connect more than three stories.

### 1.1. General Requirements

- 1.1.1. A sign shall be provided at each floor landing in interior exit enclosures connecting more than three stories.
- 1.1.2. The sign shall indicate the floor number.
- 1.1.3. The sign shall indicate the range of floors from bottom to top.
- 1.1.4. The sign shall designate the story of and direction to the exit discharge.
- 1.1.5. The sign shall indicate whether or not there is roof access for the fire department.
- 1.1.6. The size of the sign shall be a minimum of 12 inches by 12 inches.
- 1.1.7. The sign lettering shall be contrasting in color to the surrounding wall colors.

### 1.2. Stairway Identification or Name and Floor Numbering

- 1.2.1. Identification or naming of stairways shall be directional.
  - 1.2.1.1 Examples are East Stairway, Northeast Stairway, etc.
- 1.2.2. Architectural drawings shall identify the stairways by the approved directional names
- 1.2.3. Floor numbering shall be coordinated with elevator floor numbering.
  - 1.2.3.1 Examples are -1 for first floor below grade level, G for garage, etc.

### 1.3. Location of Signs

- 1.3.1. Sign shall be permanently mounted 5 feet above the floor landing inside the exit enclosure.
- 1.3.2. Sign shall be located on the non-hinged side of the door.

### 1.4. Example of Sign

- 1.4.1. Figure 1 contains the required dimensions of the lettering.
- 1.4.2. Figure 1 is the approved order of layout for the sign.
- 1.4.3. Figure 2 is an example of floor designation with new elevator code requirements.
- 1.4.4. See Figure 2 for example of sign.

Figure 1

Stairway Identification for stairways connecting more than 3 floors per MSBC 1022.9 and MSFC 1022.9  
This is an example of one type of sign. Wording will differ depending on floor location and roof access.

1 Inch High Letters

NORTH STAIRWAY

4 Inch High Numbers

5

3/4 Inch High Letters

FLOORS G THROUGH 7

1 Inch High Letters

NO ROOF ACCESS

3/4 Inch High Letters

EXIT AT 1<sup>ST</sup> FLOOR

3/4 Inch High Letters

DIRECTLY TO EXTERIOR

Sign to be located 5 feet above floor landing on non-hinged side of door clearly visible at all times when the door is open or closed. Sign shall be permanently mounted. Minimum size of the sign is 12" x 12".

Figure 2

Stairway Identification for stairways connecting more than 3 floors per MSBC 1022.9 and MSFC 1022.9  
This is an example of one type of sign. Wording will differ depending on floor location and roof access.

1 Inch High Letters

SOUTHEAST STAIRWAY

4 Inch High Letters

-1

3/4 Inch High Letters

FLOORS -1 THROUGH 4

1 Inch High Letters

ROOF ACCESS

3/4 Inch High Letters

EXIT UP TO 1<sup>ST</sup> FLOOR

DIRECTLY TO EXTERIOR

Sign to be located 5 feet above floor landing on non-hinged side of door clearly visible at all times when the door is open or closed. Sign shall be permanently mounted. Minimum size of the sign is 12" x 12".